



Town of Arlington Select Board

Meeting Agenda

October 3, 2025

8:30 AM

Conducted by Remote Participation

1. Legislative Provision for Remote Participation

FOR APPROVAL

2. Request: Oktoberfest at the Old Schwamb Mill, 10/4/2025, Noon - 4:00 p.m.
Lynette Aznavourian, Museum Director, Old Schwamb Mill
 - a) Special (One Day) Beer & Wine License
 - b) Mill Lane (between Lowell Street and bridge over Mill Brook) - street closing
3. Request: Special (One Day) Beer & Wine License, 10/04/2025 @ The Old Schwamb Mill for Oktoberfest Event
Dermot Whittaker

Next Scheduled Meeting of Select Board October 6, 2025

When: Oct 3, 2025 08:30 AM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

https://town-arlington-ma-us.zoom.us/webinar/register/WN_ycuRW-QDQQi3kZVrwoWldQ

After registering, you will receive a confirmation email containing information about joining the webinar.

Notice to the Public on meeting privacy In the interests of preventing abuse of videoconferencing technology (i.e. Zoom Bombing) all participants, including members of the public, wishing to engage via the Zoom App must register for each meeting and will notice multi-step authentication protocols. Please allow additional time to join the meeting. Further, members of the public who wish to participate without providing their name may still do so by telephone dial-in information provided above.



Town of Arlington, Massachusetts

Legislative Provision for Remote Participation



Town of Arlington, Massachusetts

Request: Oktoberfest at the Old Schwamb Mill, 10/4/2025, Noon - 4:00 p.m.

Summary:

Lynette Aznavourian, Museum Director, Old Schwamb Mill

a) Special (One Day) Beer & Wine License

b) Mill Lane (between Lowell Street and bridge over Mill Brook) - street closing

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Oktoberfest_Special_Event_App_Redacted.pdf	Special Event Application

**TOWN OF ARLINGTON
SPECIAL EVENT PERMIT APPLICATION**

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: Old Schwamb Mill
Address: 17 Mill Lane City: Arlington State: MA Zip: 02476
Applicant Name: Lynette Aznavourian Tel#: [REDACTED]
E-mail: [REDACTED]
Event Manager: Janet O'Riordan Contact Info: [REDACTED]
Other Contact Person/s: Dermot Whittaker Contact Info: [REDACTED]

Event Information

☐ Run/Walk ☐ Parade ☒ Event
Event Title: Oktoberfest at the Old Schwamb Mill
Start Date & Time(s): October 4, 2025, 12 noon End Date & Time(s): October 4, 2025, 4 pm
Estimated Attendance: # 800 Admission Fee: \$5/person \$15/family
Open to the Public: ☒ Yes ☐ No
Requested Location: Street (specify): 17 Mill Lane, Arlington 02476
Other (specify): _____

Set Up Date/Time & Description: October 3 and 4 Tent setup
Breakdown Date/Time & Description: October 5 Tent breakdown

NOTE: ATTACH DIAGRAM OF ROUTE WITH SPECIFICS

Event Details

YES	NO	
☒	☐	Will you set up table(s) and/or chair(s)? Approximate number : <u>500</u>
☐	☒	Booth(s), Exhibit(s), Display(s) and/or Enclosure(s): _____
☒	☐	Canopy(ies) and/or Tent(s)- describe dimensions: <u>20 x 30 feet</u>

The following is required by your organization to insure the safety and health of all participating in this event: *Note: You do not need to contact the departments below if it is not required.*

YES	NO	
☒	☐	Police Detail: <u>2 officers requested</u> (contact police)



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 10/04/2025 @ The Old Schwamb Mill for Oktoberfest Event

Summary:

Dermot Whittaker

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Whittaker_D_Schwab_Mill_Oktoberfest_100425_Redacted.pdf	Special One Day License Application

OFFICE OF THE SELECT BOARD
TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Dermot Whittaker

Address, phone & e-mail contact information: [REDACTED]

Name & address of Organization for which license is sought: Schwamb Mill Preservation Trust, Inc.

[REDACTED], Arlington, MA 02476

Does this Organization hold nonprofit status under the IRS Code? ☒ Yes ☐ No

Name of Responsible Manager of Organization (if different from above):

Address, phone & e-mail contact information:

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ☐ No ☐ Yes. If so, please give date(s) of Special Licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? Yes. Last held October 5, 2024.

24-Hour contact number for Responsible Manager of Alcohol Event date: [REDACTED]

Title of Event: Oktoberfest

Date/time of Event: October 4, 2025 Noon - 4:00 pm

Location of Event: 17 Mill Lane, Arlington, MA 02476

Location/Event Coordinator: Dermot Whittaker

Method(s) of invitation/publicity for Event: Email, local media.

Number of people expected to attend: 1000

Expected admission/ticket prices: \$5 individual; \$15 family

Expected prices for food and beverages (alcoholic and non-alcoholic): \$5 - \$10

Will persons under age 21 be on premises? Yes

If "yes," please detail plan to prevent access of minors to alcoholic beverages. _____

All persons purchasing alcohol will be verified by a TIPS server by ID. See accompanying security plan.

Have you consulted with the Department of Police Services about your security plan for the Event? Yes

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Date: _____

Printed name/title _____

POLICE COMMENTS:

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.) Beer

What types of food and non-alcoholic beverages do you plan to serve at the Event? _____

Water, apple cider, bratwurst, pretzels, pastry.

Who will be responsible for serving alcoholic beverages at the Event? Arlington

Brewing Company via TIPS servers.

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event. All servers are TIPS certified. See security plan.

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age. _____

Tom Allen [REDACTED], Andrea Canty [REDACTED] Ben Amidon [REDACTED] Carmine Granucci [REDACTED]

Christina Hurley [REDACTED] Gabriella Lawrence [REDACTED]

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) _____

ABC Beer, Inc.

Date of Delivery: Same day as event before 11:00 am

Alcohol Serving Time (s): 12:00-3:30 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of? Return to Arlington Brewing Company by same, same day as event by 5:00 pm.

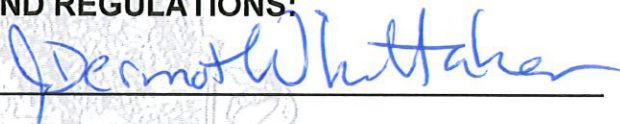
Date of Pick-Up: Return to Arlington Brewing Company by same, same day as event by 5:00 pm.

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) See attached certificate of insurance.

Please submit this completed form and filing fee to the Select Board at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: Dermot Whittaker (original signed and submitted)



Printed name: Dermot Whittaker

Printed title & Organization name: President, Schwamb Mill Preservation Trust, Inc.

Email: [REDACTED]



ABCBEER-01

TANKERS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Allen Insurance and Financial	CONTACT NAME:		
	PHONE (A/C, No, Ext): (800) 439-4311	FAX (A/C, No):	
	E-MAIL ADDRESS: info@allenif.com		
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED ABC Beer, Inc. DBA Arlington Brewing Company 251 Lowell St Arlington, MA 02474	INSURER A : Tri State Insurance Co		31003
	INSURER B : Hartford Insurance Group		29459
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:			ADL5571028-11	10/5/2024	10/5/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			ADA5591438-11	10/5/2024	10/5/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			ADL5571028-11	10/5/2024	10/5/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 Pers&Adv Injury \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	04WECBD1VUX	1/30/2025	1/30/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			ADL5571028-11	10/5/2024	10/5/2025	Each Common Cause 1,000,000
A	Liquor Liability			ADL5571028-11	10/5/2024	10/5/2025	Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is included as an additional insured in regard to general liability for ongoing operations when required by written contract or written agreement via policy broadening endorsement

CERTIFICATE HOLDER

CANCELLATION

Schwamb Mill Preservation Trust, Inc.
17 Mill Lane
Arlington, MA 02476

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Old Schwamb Mill's Security Plan for Oktoberfest, October 4, 2025

The Old Schwamb Mill is sponsoring its fifth Oktoberfest on Saturday, October 5, 2024, from noon to 4 pm at the Mill property, 17 Mill Lane, Arlington Heights. The event is planned as a celebration of the Schwamb family's German heritage and will be a family-friendly event open to all but highlighting the Arlington Heights neighborhood.

The organizing committee includes Lynette Aznavorian, the Mill's Executive Director, Board members Ellen Cohen, Ann LeRoyer, Janet O'Riordan, and Doreen Stevens.. All committee members have taken the state's online test on crowd control management. Other Board members and extra volunteers will help out on the day of the event.

A one-day permit for beer service is being submitted to the Selectmen's Office by the beer vendor Arlington Brewing Company.

General Information:

Admission tickets will be sold at two entrance stations to all attendees (\$5/person or \$15/family). Food and beverages will be served for fees ranging from \$4 to \$10 per item, and seating will be available under a tent with tables and chairs. Various free tours and activities will take place both inside and outside the Mill building throughout the day. It is anticipated that not more than 150+ people will be in attendance at any one time.

Beer Service:

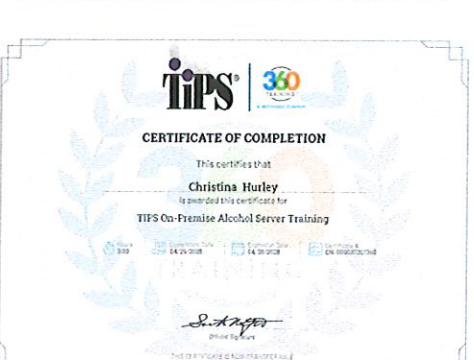
Separate drink tickets (\$6 per drink) will be sold to those wanting to purchase a glass of beer, with appropriate ID, and they will be given a wrist band/stamp to designate that they have been screened. The beer distributors (Arlington Brewing Company staff) will give a drink only to those with a ticket and the wrist band/stamp. Beer drinking will occur only under the tent.

Parking and Police Detail:

Mill Lane between Lowell Street and the bridge over Mill Brook will be closed from noon to 4 pm for safety purposes to allow activities to extend into the roadway. Residents of the adjacent Watermill Place complex will be advised in advance about the lane's closure, and they will have access to their parking garage via Frazer Road.

We will hire a police detail to help direct traffic, and we will post signs to advise visitors about parking in a nearby lot on Lowell Street. Parking will also be available on nearby streets. In our publicity, we will also encourage visitors to access the Mill from the nearby Minuteman Bikeway. Bike racks are present on the property.

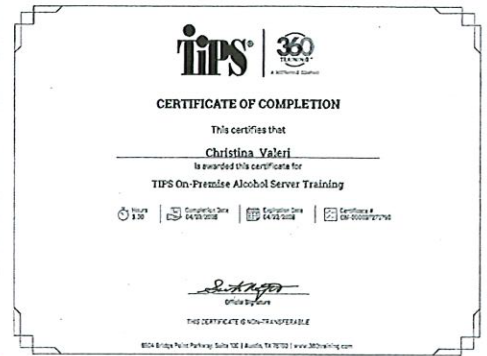
Arlington Brewing Company TIPS Certified Servers

Name	DOB	TIPS Number	Expiration	Certificate Image
Andrea Canty		ON-000029470145	2026-08-11	
Ben Amidon		ON-000029351468	2026-07-25	
Carmine Granucci		ON-000028688490	2026-04-28	
Christina Hurley		ON-000037317360	2028-04-28	

Christina Valeri

ON-000037271790

[2028-04-22](#)



Gabriella Lawrence

ON-000037304153

[2028-04-27](#)



Isabella Scopetski

ON-000034197022

[2027-07-10](#)



Jackie Leaf

ON-000029445866

[2026-08-08](#)



Joshua Tallman

ON-000037598127

[2028-05-28](#)



Marc Stiller

ON-000028757561

[2026-05-07](#)



Mica Heanue

ON-000037616915

[2028-05-31](#)



Nick Gallo

ON-000029215842

[2026-07-07](#)



Owen Callaghan

ON-000028752473

2026-05-28



Peter Caradonna

ON-000028876919

2026-05-22



Rob Chalmers

ON-000033717753

2027-06-05



Rori Friedman

ON-000029190454

2026-07-04



Steve Tsou

ON-000037234419

2028-04-17



Tim Robinson

ON-000029256841

2026-07-12



Tom Allen

ON-000027678573

2026-02-08



Tony Dellovo

ON-000037234687

2028-04-19



Travis Richter

ON-000033154765

2027-03-26





Town of Arlington, Massachusetts

Next Scheduled Meeting of Select Board October 6, 2025

Summary:

When: Oct 3, 2025 08:30 AM Eastern Time (US and Canada)

Topic: Select Board Meeting

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